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21 December 1970

MEMORANDUM FOR: DDI Planning Officer

SUBJECT: Management Improvement Program
for FY 1971

REFERENCE: Your memorandum, same subject, dated
24 November 1970

The following OBGI Management Improvement Plans for
FY 1971 are submitted in response to your request.

A. Management Effectiveness Goals

Cartography

1. A major reorganization of [redacted] activities will be completed during FY 1971. It is being accomplished in two phases and will greatly improve the Division's operating efficiency. The first phase involves the elimination of three branches, freeing three former supervisors to concentrate on production of maps. The second phase involves the consolidation of all OBGI cartographic activities on one floor in the Headquarters building. Activities of common concern, such as lab room, type setting equipment, supplies, vault space, etc., will no longer require duplication, and overall communications will be improved.

2. Early in FY 1971 a comprehensive survey of OBGI cartographic activities was conducted and a report prepared which defined duties and responsibilities of all personnel. It is now planned to sort out division assignments in the light of the survey so that available cartographic and visual information expertise will be more efficiently utilized.

3. Improvement in cartographic operating procedures will result in increased efficiency and cost reduction. These are: a new

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system that will save time in registering map plates; a revised time and attendance record system; and a new plan for the reduction of Records Center storage of supplemental distribution copies of maps.

4. A revised cartographic training program is being developed that will make full use of existing Agency facilities, as well as offer additional in-house cartographic training courses. All personnel will receive indoctrination in the potential of the computer/plotter system with the aim towards achieving increased productivity. A new automated World Data Bank II will be developed to bridge the gap between cartographic research and the automated production of cartographic products.

Geographic

5. A problem that influences both the efficiency and the value of our geographic production is the level of writing of many analysts. One of our primary goals in this area is to further sharpen the writing capability of our geographic intelligence officers, thereby saving many man-hours involved in writing, revising, reviewing, and editing.

6. Improved geographic intelligence production efficiency will be achieved through greater use of simplified cartographic products -- cartograms -- instead of the more time-consuming full map compilations.

7. Imagery exploitation equipment will be upgraded through exchanging older light tables for newer models as they become available, following equipment modifications in NPIC. Much of the present imagery exploitation equipment in the Office has been acquired by "scrounging" surplus used equipment from NPIC.

8. The validity of the present scope and priority of the CIA/DoD Intelligence Map Program will be examined by a comprehensive User Survey during the second half of FY 1971.

NIS Program

9. The implementation of the 1969 NIS User Survey recommendation will be completed so as to ensure NIS Program conformity with the changing needs and priorities of the intelligence community.

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10. NIS products will be examined with a view to consolidating related or overlapping content, thereby saving valuable processing and production man-hours. The efficiency and effectiveness of NIS processing will also improve the quality and enhance the usefulness of the publications.

11. A comprehensive review of NIS dissemination has established more realistic supplementary distribution requirements. We are now able to adjust the press runs more accurately and avoid costly overruns which had contributed to storage problems in the past. This review of NIS stock level will be continued on an annual basis.

Map Procurement and Reference

12. Elimination of a duplicate copy of all black and white maps from the Map Library reference collection has been implemented and will provide a savings in several specific areas including procurement and reproduction costs, cataloging time, filing time and the elimination of the need for additional map filing cases.

13. As computer storage of map bibliographic data increases, greater emphasis will be placed on computer production of specialized listings of maps which will facilitate both customer and reference access to map bibliographic data.

14. Map reference service could be made significantly more effective by transfer of the activity to a central location, near the Headquarters building. This need is well known and needs no further elucidation. It could perhaps be accomplished in connection with the relocation of

B. Cost Reduction Goals

Map Procurement and Reference

1. By the end of Fiscal Year 1971 the map bibliographic data system should contain data on map related publications as well as maps. The capability to produce listings in support of procurement should reduce time expenditures by one man-year and will permit the redirection of professional time and better service to map users.

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2. Recent steps taken with regard to reduction in the supplemental distribution stocks of CIA produced maps in the Records Center represent a more effective management of supplementary stock. The actions taken will have an impressive effect in Fiscal Year 1971 and definitely reflect increased efficiency and cost reduction. The 50 percent reduction goal of the Executive Director-Comptroller will be reached.

Cartographic

3. The net dollar value of cost reduction goals is uncertain since the capital investment of hardware -- particularly ADP/cartographic hardware -- is substantial. However, it is anticipated that cartographic productivity will increase and that the overtime for Fiscal Year 1971 will be reduced by one man-year. It should be emphasized that automation permits cartographic support which previously could not be accomplished manually.

NIS Program

4. Planned discontinuance of NIS Publications that are essentially departmental in scope and highly restricted in use will result in up to three man-years of savings. With further improvements in the automated [] printing system, such as providing [] with magnetic tapes for all nontabular NIS text and the elimination of all page proofing, additional savings could result as follows:

1 - OBGi man-year, 4 - [] man-years,
and an estimated [] annually for Office of Computer Services.

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Director

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